

**DODGE COUNTY EXECUTIVE COMMITTEE**  
JULY 6, 2020 8:00 A.M.  
FIRST FLOOR – ROOMS H & I AUDITORIUM  
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Frohling, Hilbert, Kottke, Marsik, Schaefer, and Sheahan-Malloy.

Member(s) absent: Schmitt (arrived at 8:20 a.m.).

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Emergency Management Director Amy Nehls; Dodge County Sheriff Dale Schmidt; Clearview Executive Director Ed Somers; Public Health Officer Abby Sauer; Human Services and Health Director Becky Bell; ThriveED Executive Director Vicki Pratt; ThriveED Chair David Schroeder; ThriveED Managing Director of Business Development Deb Reinbold; County Board Supervisor Jeffrey Caine; County Board Supervisor Cathy Houchin; County Board Supervisor Jeff Berres; County Board Supervisor Donna Maly (by phone); Citizen Member Phillip Gohr; Citizen Member Barb Johnson; Citizen Member Joseph Kelsey; Citizen Member Heather Oldenhoff; Citizen Member Suzanne Derge; Citizen Member Steve Derge; Citizen Member Debora Griesmer; Citizen Member Ashley Siegmann; Citizen Member Dan Siegmann; Citizen Member Jan Bingenheimer; Citizen Member Norman Greeb; Citizen Member Dave Munro; Citizen Member Kathleen Munro; Citizen Member Barbara Gill; and Watertown Daily Times Reporter Ed Zagorski.

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: Jeff Berres, Cathy Houchin, and Donna Maly.

County Board Supervisor Jeff Berres, and some Citizen Members present voiced their concerns with the Public Health Ordinance.

Motion by Hilbert, seconded by Marsik to approve the June 1, 2020 minutes, and the June 16, 2020 minutes, as presented. Motion carried.

There was no discussion on Resolutions from Other Counties.

ThriveED Executive Director Vicki Pratt introduced ThriveED Managing Director of Business Development Deb Reinbold. Ms. Pratt reported that Ms. Reinbold joined ThriveED on June 1, 2020, and Ms. Reinbold's primary focus will be on business retention and business development in Dodge County. Ms. Reinbold provided a brief background, and she commented that she has been visiting new and existing businesses.

Public Health Officer Abby Sauer provided an oral report to the Committee regarding Coronavirus (COVID-19). Ms. Sauer reported the following:

- There are four hundred seventy-eight (478) positive cases in Dodge County, and eleven thousand fifty (11,050) negative cases.
- There are thirty-eight (38) active cases in Dodge County, two hundred ten (210) have recovered, and there have been five (5) deaths, four (4) of which were from long-term care facilities.
- All nursing homes in Dodge County are regularly testing their staff and residents.

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- Dodge County Public Health and the City of Watertown are working together to open a community COVID-19 testing site tentatively scheduled for Saturday, July 11, 2020.

Clearview Executive Director Ed Somers provided an oral report to the Committee regarding COVID-19. Mr. Somers reported the following:

- One (1) Clearview employee tested positive for COVID-19 on June 11, 2020, and contact tracing has taken place.
- Mandated testing of staff took place on June 18-22, 2020.
- Outdoor family visitation is now allowed, symptom checks are performed on visitors, and personal protective equipment (PPE) is required.

Chairman Kottke commented that the document entitled *Routes to Recovery, Program Guidance for Local Governments*, was included in the packet materials.

Corporation Counsel Kimberly Nass provided an oral report to the Committee regarding the status of the Dodge County Declaration of Local State of Emergency (Public Health – COVID-19). Ms. Nass reported that this item was placed on the agenda for Committee consideration regarding possible termination of the declaration, and she has prepared a draft Resolution to terminate the emergency declaration. The Committee continued with their concerns regarding the continuance of the declaration, and the desire to get back to meeting normalcy. Ms. Nass recommended the continuance of the declaration in regards to the authority for emergency purchases, and for meeting normalcy. Emergency Management Director Amy Nehls appeared before the Committee, and she encouraged the Committee to keep the declaration in place to authorize emergency purchases because there is still an inadequate supply chain. Ms. Nehls commented that emergency purchases are being tracked for possible reimbursement through the Coronavirus Aid, Relief and Economic Security (CARES) Act. Following further Committee discussion, it was a consensus of the Committee to continue with the declaration, and go back to a regular meeting structure.

Dodge County Clerk Karen Gibson reviewed the document entitled *Proposed agenda items for July 21, 2020 CB Meeting*, that was included in the packet materials.

Ms. Gibson provided an oral report the Committee regarding County Board Rule 36. Ms. Gibson reported that a copy of Rule 36 was included in the packet materials, and this Rule pertains to the publishing of the County Board Proceedings. Ms. Gibson further reported that the publication of the County Board Proceedings is very costly, and publishing the County Board minutes, along with a summary of the Resolutions, would be sufficient. Ms. Gibson commented that the County Board Proceedings book would continue to be printed. Motion by Marsik, seconded by Sheahan-Malloy to abolish Rule 36. Ms. Nass commented that she will prepare a Resolution amending the Rules of Order Governing the County Board of Supervisors to be provided to the County Board for consideration at the August 2020 meeting. Motion carried.

Ms. Gibson provided an overview of the 2020 County Clerk and Election Budget. Ms. Gibson reported the following:

- Marriage license revenues are down, but there has been an increase in revenues for courthouse weddings.

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- The Election budget will be over on election supplies, which is a result of having to purchase more absentee envelopes to accommodate the increase in absentee voting during the COVID-19 pandemic.
- The 2020 Dodge County Plat Book is now available, which will generate some revenue.

County Administrator Jim Mielke provided an oral report to the Committee regarding the ERP Project. Mr. Mielke reported that the ERP project is moving forward, and departments are gearing up for the 2021 budget process. He anticipates that the ERP Project should be closed in the Fall of 2020, and be completed under budget.

Mr. Mielke provided an oral report to the Committee regarding the recruitment of the Child Support Director. Mr. Mielke reported that the July 10, 2020 Judicial and Public Protection Committee agenda will include a Resolution with a recommendation to hire Terra Mattheis as the Dodge County Child Support Director. The anticipated start date will be August 6, 2020, pending County Board approval at the July 21, 2020 meeting.

Mr. Mielke reported that he is working with Finance Director Dave Ehlinger on a high level summary of the 2020 Budget to be presented at the July 21, 2020 County Board meeting.

Mr. Mielke provided an overview of the 2020 County Board and County Administrators Budget. Mr. Mielke reported the following:

- \$105,000.00 was budgeted for County Board meetings, and as of June 1, 2020, the actual figure is \$47,000.00 spent.
- County Board mileage was budgeted at \$33,000.00, and the actual figure is \$13,200.00 spent.
- The County Administrator budget is in good shape at approximately forty-seven (47%) of expenditures through June of 2020.

Mr. Mielke provided an oral report to the Committee regarding 2020 Insurance Summary. Mr. Mielke reported that the insurance summary was emailed to the Committee members on June 25, 2020, and he also handed out the summary prior to the start of the meeting. Mr. Mielke further reported that the property insurance renewal date was July 1, 2020. Mr. Mielke reported that automobile coverage makes up an estimated \$42,000.00 of the premium, and buildings and content makes up an estimated \$130,000.00 of the premium.

There was no discussion on the Report on County Official's Bonds. Motion by Frohling, seconded by Schaefer to approve and forward to the County Board for consideration at the July 21, 2020 meeting, a Report regarding Official's Bonds. Motion carried.

Mr. Mielke commented that the Auditorium, located on the first floor of the Administration Building, will be used for jury selection, on July 7, 2020, and possibly on July 13, 2020.

Ms. Nehls provided an overview of the 2020 Emergency Management Budget. Ms. Nehls reported the following:

- The generator at the St. Helena Tower is in the process of being replaced.
- The water rescue boat has been received and paid for.

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- An estimated \$2,200.00 has been spent on COVID-19 supplies.

Corporation Counsel Kimberly Nass reported the status of contracts completed by the Corporation Counsel office.

Ms. Nass provided an oral report to the Committee regarding the 2020 Corporation Counsel Budget Amendment for Human Services and Health Department Title IV-E Funding. Ms. Nass reported that the Dodge County Corporation Counsel Office provides legal services to the Human Services and Health Department on child welfare cases. Ms. Nass further reported that certain legal services costs can be submitted to the federal government for reimbursement. Ms. Nass reported that currently Human Services pays a portion of Corporation Counsel salary to cover legal services costs which will be discontinued. Instead, Corporation Counsel will direct bill Human Services for certain legal services in order to recover Title IV-E Funding. An amount of approximately \$58,000.00 in salary expense will be transferred from the Human Services and Health Department budget to the Corporation Counsel budget causing the Corporation Counsel expenses to increase.

Supervisor Schmitt asked Ms. Nass if the Lake District Improvement invoice has been compiled. Ms. Nass replied that it has been compiled, and submitted to the Lake District. Supervisor Schmitt asked Ms. Nass for a copy of the invoice.

Ms. Nass provided an overview of the 2020 Corporation Counsel Budget. Ms. Nass reported the following:

- Less than fifty percent (50%) of the budget has been expended, but the telephone line item is high due to an additional telephone that is used for the purpose of a hotspot.
- \$10,000.00 is budgeted for outside legal services, but only a small amount has been used for the Board of Adjustment.
- \$3,000.00 is budgeted for codification, and the 2019 codification is an estimated \$2,000.00.

Chairman Kottke provided an oral report to the Committee regarding Resolution 20-06 to amend the Rules of Order Governing the County Board of Supervisors and Modifying the Dodge County Code of Ordinances. Chairman Kottke reported that the Resolution was presented to the County Board at the June 16, 2020 meeting, and it was referred to the Executive Committee for discussion and review. The Committee continued with a discussion on lines 17 and 18 of the Resolution which reads: *"Whereas, the current organizationally elected Chairman, Vice-Chairman and the Second Vice Chairman, and only them, believe that a "management" team exists,* and also discussed Roberts Rules of Order. Ms. Nass commented that amendments to the Resolution can be made at the County Board meeting on July 21, 2020. Ms. Nass suggested that line 40, which reads: *All powers granted by resolution, statute, and emergency powers"*, of the Resolution, should also include the word *"Ordinance."* Chairman Kottke commented that the Resolution will be referred back to the County Board for consideration at the July 21, 2020 meeting.

Supervisor Frohling provided an oral report to the Committee regarding strategic planning. Supervisor Frohling commented that strategic planning should be part of the budget process, and he encourages the County Board to support a long term strategic plan. The Committee continued with a discussion regarding guidance in preparing a strategic plan. Motion by Frohling, seconded by Hilbert to present to the County Board at the July 21, 2020 meeting, the concept of including strategic planning in the

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budget process. Supervisor Maly suggested contacting UW-Extension Director Jeff Hoffman. Motion carried 6-1. Schmitt opposed.

Chairman Kottke commented that an update on the 2020 Census was included in the packet materials. Supervisor Frohling reported that he attended a virtual Wisconsin Counties Association (WCA) Board of Directors meeting the week of June 29, 2020, and he was elected to represent the thirteen (13) counties in the district.

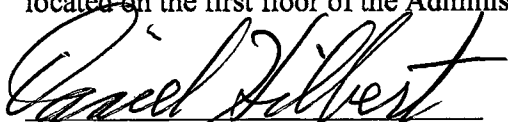
Supervisor Sheahan-Malloy asked to add financial information on FEMA funding due to COVID-19 on the August 3, 2020 Executive Committee agenda.

Upon a motion duly made and carried, the Committee may convene in Closed Session pursuant to Section 19.85(1)(g) Wis Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral advice regarding litigation in which it is, or likely to become involved; specifically to review pending case in which the County is named a party and pending claim(s) filed against the county that have not been disallowed.

Motion by Marsik, seconded by Schaefer to convene in closed session, at 10:10 a.m.

Meeting adjourned at 10:40 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Monday, August 3, 2020, at 8:00 a.m.**, Rooms H & I, located on the first floor of the Administration Building.



Daniel Hilbert, Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**